**UBC Field Work Safety Plan – COVID-19 Addendum**

In reference with the [BC Provincial Health Office](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders) and [WorkSafeBC guidelines](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf), the following addendum applies to a post-secondary field work and incorporating COVID-19 Safety requirements into existing Field Work Safety Plans. Incorporate or attach a COVID-19 Safety Plan using the information and resources found [here](https://srs.ubc.ca/covid-19/safety-planning/templates-resources/) or complete the below addendum and attach to the Field Work Safety Plan and submit your plan to ready.ubc@ubc.ca.

This document requires:

1. A Department/Faculty Overarching [COVID-19 Safety Plan](https://srs.ubc.ca/covid-19/safety-planning/ubcs-safety-planning-process/) for the UBC unit is approved.
2. Travel need is required and [essential](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions).
3. There is an approved Field Work Safety Plan for your fieldwork activity.  Information and resources can be found [here](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/).

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| 1. **CONTACT INTENSITY**
 |
| **Detail how you are able to schedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary**  |
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| 1. **SPATIAL ANALYSIS**
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| **Detail the traffic flow at the site and the maximum occupancy for each workspace/area** |

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| 1. **TRAINING REQUIREMENTS**
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| **Name** | **Position** | **Orientation to COVID-19 safety plan completed** | **Successful completion of the** [**Preventing COVID-19 Infection in the Workplace**](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) **online training** |
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| 1. **PHYSICAL DISTANCING**
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| **Detail the accommodations to maintain 2 metre distance** [**UBC Employee COVID-19 Physical Distancing Guidance [PDF]**](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf) |

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| 1. **WORKER SCREENING**
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| **Describe how you will screen workers, in accordance with** [**requirements:**](https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/) **1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in their household or as medically advised** |
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| 1. **PROHIBITED WORKER TRACKING**
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| **Describe, in accordance with** [**requirements**](https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/) **and** [**contact tracing notifications**](https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/)**, how you will track and communicate with workers who meet categories above for worker screenings. Outline your record-keeping process for those workers who meet one or more of the screening categories.** |

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| 1. **CLEANING AND HYGIENE**
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| **Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed** [**UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]**](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf) |

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| 1. **COMMUNICATION**
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| **Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employees and student, the conduct expectations for the personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange.** |

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| 1. **EQUIPMENT REMOVAL/SANITATION**
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| **Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as tools, coffee makers, kettles, shared dishes and utensils.** |

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| 1. **EMERGENCY PROCEDURES**
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| **Recognizing limitations on staffing that may affect the execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also, describe your approach to handling potential COVID-19 incidents**

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| * Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/).
* Direct people who are unsure about what they should do to the [BC Self Assessment Tool](https://bc.thrive.health/)
* [OPH Programs and Services](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/) **remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.**
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| 1. **NON-MEDICAL MASKS**
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| **Describe your plan to inform faculty and staff on the wearing of non-medical masks** |

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| *All employees and students will follow the requirements around mask-wearing described in* [*https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/*](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) *and* [*https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf*](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf) *.* |

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| 1. **TRANSPORTATION**
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| **Detail how you are able to (or not) apply** [**UBC's COVID-19 vehicle usage guidelines**](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely-on-campus-during-covid-19/#Use%20of%20UBC%20vehicles) **and** [**carpool guidelines**](https://srs.ubc.ca/covid-19/health-safety-covid-19/carpooling-safety/) **to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures.** |

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**APPENDIX A – RESPONSIBILITIES**

**Department Head**

* Demonstrates the plan approval confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.
* Demonstrates Joint Occupational Health and Safety Committees involvement and review of the Plan.

**Supervisor**

* Responsible for oversight of field school-specific health and safety plan implementation relative to COVID-19 prevention, mitigation and response measures Unless otherwise designated,
* Responsible for oversight of UBC COVID-19 control measures of persons during travel to location
* Will be remind of Workplace Health measures ([https://wellbeing.ubc.ca/](https://wellbeing.ubc.ca/%20) )and supports available to them.
* Publish the plan ONLINE (as available) and in HARD COPY at the workplace for employees and students
* Obtains written confirmation from the property owner or responsible agency if the site(s) are otherwise closed to the public. In addition, once the field school has been approved, the supervisor should carry a copy of the approved protocol so that it can be made available upon request.

**Worker/Students**

* Must familiarize with specific COVID-19 rules and plans, and abide by accordingly.